

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
ENERGY AND ENVIRONMENTAL PROTECTION OFFICE DIRECTOR (PROGRAM)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list

**Location:** Bureau of Energy and Technology Policy, Office of Climate Change, Technology and Research;  
Office of Energy Supply; Office of Energy Demand

**Job Posting No:** 102676, 102680 and 102679

**Type of Position:** Full-time, Permanent

**Salary:** \$92,041. (MP68)

**Closing Date:** 12/11/12

**Eligibility Requirement:** Candidates must be on the current DAS exam certification list for EEP Office Director (Program). Current state employees who hold permanent status in the class of EEP office Director (Program) may apply without taking the exam. Candidates on Reemployment/SEBAC lists will be given first consideration.

**Description of Duties:**

The Connecticut Department of Energy and Environmental Protection (DEEP) – Bureau of Energy and Technology Policy is seeking to fill three (3) positions for Energy and Environmental Protection Officer Director (Program). The successful incumbents will be responsible for the management of one of the following programs:

Office of Climate Change, Technology & Research  
Office of Energy Supply  
Office of Energy Demand

The position is responsible for the management of the program office and associated tasks; develops and implements policies and procedures, interprets and administers pertinent laws; meets with outside agencies, utilities, and other public and private sector organizations to advise on departmental initiatives, policies and procedures; serves as liaison with other agencies, municipal, state and federal governments; evaluates operations and projects assigned to office; makes recommendations for improvements; provides technical direction to unit staff; provides information to community; represents department at meetings and in administrative hearings; responds to inquiries relating to assigned programs; may advise senior level staff on status of plans, process management, projects, legislation and policy and regulations pertaining to assigned areas of responsibility; determines priorities and coordinates, plans and manages activities; formulates office goals and objectives and ensures implementation of same; reviews and evaluates effectiveness of established or proposed policies and/or programs assessing options and developing recommendations for improvement; conducts performance evaluations; prepares reports and correspondence; recommends policy; drafts policy statements and regulations.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of relevant environmental, energy, and conservation programs, laws and regulations;
- Considerable knowledge of environmental protection and energy principles, practices and issues;
- Knowledge of and ability to apply management principles and techniques;

- Considerable interpersonal skills;
- Considerable oral and written communication skills;
- Considerable ability to apply relevant agency policies and procedures;
- Ability to initiate and direct programs;
- Analytical, negotiating and organizational skills.

Some knowledge of and/or familiarity with the following would be a plus:

- Climate change mitigation programs ,
- The Regional Greenhouse Gas Initiative,
- Clean energy technologies and associated funding mechanisms,
- Clean transportation technologies,
- Energy information data and data sources,
- Clean energy technologies and associated funding mechanisms,
- Clean transportation technologies,
- Energy information data and data sources,
- Local/regional/national forums regarding the supplies of energy resources and the associated energy infrastructure,
- Energy infrastructure such as the natural gas, electricity and fuel oil transmission and distribution system,
- Integrated resource planning and comprehensive energy planning,
- Independent System Operator New England (ISO-NE) and Federal Energy Regulatory Commission(FERC) rules,
- Federal and state energy efficiency programs,
- The state and federal grant process, procedures and administrative requirements,
- Energy efficiency technologies,
- Energy reduction metrics, benchmarks and tracking tools and methodologies to track performance.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a [CT-HR-12](#) Application for Employment, Copy of DAS examination results and Current State employees must provide a copy of the last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection**  
**Human Resources Division**  
**79 Elm Street**  
**Hartford, CT 06106-5127**  
**Attn: Diane B Ragali**  
**Telephone: (860) 424-3006**  
**Fax: (860) 424-3896**

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or email [deep.hrmed@ct.gov](mailto:deep.hrmed@ct.gov). Any person with a hearing impairment may call the State of Connecticut relay number 711.